

## **Where to Find Resources and Information on Special Education and Disability-Related Issues**

**August 2001**

### **Accessing resources and information**

Resources and information can be found in a variety of ways and places. Due to limited space, this listing is not all inclusive but rather a starting place for finding essential information on special education and disability-related issues.

#### **Advocates**

Individuals who have received special training, and who take action to help someone else or take action on someone's behalf, are known as advocates. Advocates can help parents with special education matters, provide them with information or attend school meetings. For advocacy assistance, or possible intake, call the Arizona Center for Disability Law, **Phoenix, 602-274-6287** or **800-927-2260** or **Tucson, 520-327-9547** or **800-922-1447**, or visit web site [www.acdl.com](http://www.acdl.com).

#### **Arizona Early Intervention Program (AzEIP)**

AzEIP assists eligible families and children (birth to three years old) with developmental and special health care needs. It provides a comprehensive, coordinated, community-based service delivery system, including therapies (OT, PT, Speech). Call **888-439-5609** or **602-532-9960** for the phone number and location of the closest AzEIP office.

#### **Arizona Department of Education/Exceptional Student Services (ADE/ESS)**

The ADE/ESS assigns each school district and charter school an Education Program Specialist who may be called regarding special education matters. Specialists may be contacted directly through the regional numbers below or through a toll-free number, **800-352-4558**. Information on special education can be downloaded from the web site [www.ade.az.gov/ess](http://www.ade.az.gov/ess).

Flagstaff	928-226-0849
Phoenix	602-542-4013
Tucson	520-628-6330

#### **Arizona School Law**

Information on school law including Title 15 of the Arizona Revised Statutes; the Arizona Administrative Code; the Arizona Legislative Information System; Attorney General Opinions; the Auditor General; and State Board Rules can be found at the ADE web site [www.ade.az.gov/az\\_sch\\_law.asp](http://www.ade.az.gov/az_sch_law.asp).

#### **Assistive Technology**

The mission of the Arizona Technology Access Program (AzTAP) is to increase access to assistive technology devices and services for individuals with disabilities and their families throughout Arizona. For more information, call **Phoenix, 602-728-9534**, or visit

the web site at [www.nau.edu.ihd/aztap](http://www.nau.edu.ihd/aztap).

### **Child Find**

This is the ADE/ESS program which promotes the identification and serving of students with disabilities and provides developmental guidelines and information for screening preschoolers. Call **Phoenix, 602-364-4015**, or **Child Find, 800-352-4558**.

### **Computer Networks, Resources, Links**

Visit the ADE/ESS Parent Information Network (PIN) Home Page, [www.ade.az.gov/ess/pinspals/](http://www.ade.az.gov/ess/pinspals/) for links to agencies and disability-specific organizations.

### **Directory of Disability-related Organizations**

Local, state and national disability-related organizations are included in the PIN directory, *Parent Groups, Community Resources and Advocacy Organizations for Children with Disabilities in the State of Arizona*. To obtain a copy, contact the PIN Specialist for your area, listed below. The directory can also be downloaded from [www.ade.az.gov/ess/pinspals](http://www.ade.az.gov/ess/pinspals).

### **Disability-specific Information Sheets**

Arizona's special education disabilities are explained in information sheets available from the PIN Specialists listed below. The sheets contain definitions, incidence rates, characteristics and resource information. The sheets may also be down-loaded from the PIN web site [www.ade.az.gov/ess/pinspals](http://www.ade.az.gov/ess/pinspals).

### **Enhancing Arizona's Parent Networks (EAPN)**

This is a collaborative effort of parent groups, organizations and agencies that believe all children with special needs and their families should have timely access to information, support and training. For more information, call the **ADE, Phoenix, 602-542-3852; Pilot Parents of Southern Arizona, 520-324-3150; Raising Special Kids, 602-242-4366**; or a **PIN Specialist** listed below. A list of additional organizations, training opportunities, and events can be found at the web site [www.ade.az.gov/ess/eapn](http://www.ade.az.gov/ess/eapn).

### **Information and Referral Service (I & RS)**

The I&RS provides referral information on a variety of topics and organizations throughout the state. Call I&RS in **Phoenix, 602-263-8856** or **800-352-3792**, or visit the web site [www.cirs.org](http://www.cirs.org). Call I & RS, **Tucson, 520-881-1794** or **800-362-3474**, or visit the web site at [www.azstarnet.com/azinfo](http://www.azstarnet.com/azinfo).

### **Libraries**

Public library information or reference desks can help patrons find information on unlimited topics. Many public, college or university libraries are connected to state or national libraries. Most libraries offer *free* access to the Internet and some offer computer classes.

### **Mediation System**

Mediation provides a method for resolution of disputes between school districts or charter schools, and parents of children receiving special education services. Either the parents or the school district may request mediation, but both must agree to the process before the ADE/ESS will assign a mediator. Mediation is provided at no cost. A brochure on Mediation is available from the PIN Specialists, the ADE/ESS Education Program Specialists, or the **Mediation Coordinator, ADE/ESS, Phoenix, 602-542-3084 or 800-352-4558**. Visit [www.ade.az.gov/ess/](http://www.ade.az.gov/ess/) for more information.

### **National Information Center for Children and Youth with Disabilities (NICHCY)**

This center publishes a variety of fact sheets, general resources, parent guides, news digest, transition summaries, and bibliographies on various disabilities and special education topics. Some materials are available in Spanish. Call **800-695-0285** for voice or TTY connections. Many of the documents can be downloaded from [www.nichcy.org](http://www.nichcy.org).

### **Parent Information Network Clearinghouse(PINC)**

Contact the PIN Specialists below, for English or Spanish resources related to special education, parent involvement, and disability-specific information, or visit the web site [www.ade.az.gov/ess/pinspals](http://www.ade.az.gov/ess/pinspals).

### **Parent Information Network Specialists (PINS)**

PINS are consultants who provide on-site and phone consultation, workshops, and information and referrals to support parents of students receiving special education services. PINS also assist educators and service providers to meet the needs of parents, encouraging them to work with each other as equal partners. *Network News*, published by the PIN, features current, topical issues and information for parents and professionals. To be added to the mailing list, contact your regional PIN Specialist, below.

#### **Northwestern Arizona, Coconino, Mohave and Yavapai Counties**

Becky Raabe, P.O. Box 30007, Flagstaff, AZ 86003-3007, Phone: 928-526-2566, Fax: 928-526-8077, [BECKYRAABE@aol.com](mailto:BECKYRAABE@aol.com)

#### **Northeastern Arizona, Apache and Navajo Counties**

Jana Bays, 160 Maricopa Dr., Winslow, AZ 86047, Phone: 928-289-6760, Fax: 928-289-8633, [JLBAYS@winslow-az.net](mailto:JLBAYS@winslow-az.net)

#### **Central Arizona, LaPaz & West Maricopa Counties**

Tina Swearingen, 1285 Avenida Grande, Casa Grande, AZ 85222, Phone: 520-836-3023, Fax: 520-836-0428, [kswear99@cybertrails.com](mailto:kswear99@cybertrails.com)

#### **Central Arizona, East Maricopa County**

Glenda Frank, 40704 N. 3rd Ave., Desert Hills, AZ 85086, Phone: 623-330-6801, Fax: 623-742-0264, [gfrank2001@yahoo.com](mailto:gfrank2001@yahoo.com)

#### **Central & Southwestern Arizona, Gila, Pinal, Pima, Santa Cruz and Yuma Counties**

Shirley Hilts-Scott, 400 W. Congress, Ste. 241, Tucson, AZ 85701, Phone: 520-749-3942, Fax: 520-749-3949, [sscott@dakotacom.net](mailto:sscott@dakotacom.net)

**Southeastern Arizona, Cochise, Graham and Greenlee Counties,**  
Karen Santa Maria, 430 E. Strada Patania, Oro Valley, AZ 85737, Phone: 520-742-6075, Fax: 520-742-1154, Merkade@cybertrails.com

### **Procedural Safeguards**

Procedural Safeguards are those procedures established by federal and state laws to preserve and protect certain educational rights for students with disabilities. The safeguards include:

- the right to informed consent on evaluations and placement;
- the opportunity to examine all educational records, participate in meetings, and obtain an independent evaluation at no expense to the parent;
- appointment of a surrogate parent;
- prior written notice of proposed actions, in the parents' native language;
- the right to information on discipline procedures;
- opportunity for voluntary mediation;
- opportunity to present complaints (due process requests) and the right to appeal decisions;
- the right to "stay put" in a child's current placement during a due process hearing;
- provision of notice by parent to the LEA (Local Education Agency) of intent to file a complaint;
- provision of a model form by the SEA (State Education Agency) for filing a complaint;
- notification on transfer of rights to the student at age 18;
- a responsibility to notify the school of the intent for a private placement of a student; and
- attorney's fees, in certain cases.

For a copy of procedural safeguards, call your school district Special Education office, an ADE Education Program Specialist (see above), or a PIN Specialist. The procedural safeguards may also be downloaded from [www.ade.az.gov/ess/forms.asp](http://www.ade.az.gov/ess/forms.asp), in English or Spanish.

### **Project SELECT**

**Special Education Learning Experiences for Competency in Teaching** is a federally funded program sponsored by the Arizona Department of Education. SELECT courses provide training to persons seeking to expand their skills in working with children with disabilities and are recommended for regular and special education teachers, related services personnel, paraeducators, and other interested individuals. If taken for professional growth, classes are free for public school personnel. Call **Northern Arizona University, 928-523-8137**, or visit the web site at [www.nau.edu/~ihd/SELECT](http://www.nau.edu/~ihd/SELECT).

### **Project SUPPORT**

**SUPPORT** (a **S**ystem for **U**tilizing **P**eers in **P**rogram **O**rganization **R**eview and **T**echnical Assistance) is an ADE/ESS system which provides assistance to teachers and administrators when professional expertise is requested or required to improve the

education of children with disabilities. There is no charge to the school or district for this service. Call the **Project SUPPORT Coordinator , Phoenix, 480-570-9046.**

### **Rehabilitation Services Administration (RSA)**

Administered by the Arizona Department of Economic Security, RSA provides specialized services to eligible individuals with disabilities. Services include vocational rehabilitation, independent living and employment support. To find the closest RSA office, check the state government listing for *Economic Security, Department of*, in the "blue" pages of your phone book, or visit the web site at [www.azrsa.org](http://www.azrsa.org).

### **Special Edition**

The ADE/ESS newsletter, *Special Edition*, provides information on special education topics, training opportunities and disability issues. For a copy, call the **ADE/ESS, Phoenix, 602-364-4005 or 800-352-4558.**

### **Training Opportunities**

PIN Specialists present specially tailored workshops and video sessions for parents, educators, service providers, and students on: the Special Education process; IEPs; advocacy; behaviors; bullying; social skills; communications; IDEA; learning styles; LD; organizational skills; the six educational transition stages - from early intervention services to post-high school; resiliency; what parents and teachers need from each other; and helping parents deal with their child's disability. A list of workshops with descriptions and length can be obtained from the PIN Specialists or can be downloaded from [www.ade.az.gov/ess/pinspals](http://www.ade.az.gov/ess/pinspals).

Many of the video workshops can be facilitated by school personnel or agency staff using the available facilitators' guides. School districts use the workshops to meet the increased emphasis on parent participation in the special education process; and to fulfill some of the related services provisions of helping parents to acquire the necessary skills that will allow them to support the implementation of their child's IEP or IFSP.

### **Transition Services**

Public Law 105-17 requires that a transition plan addressing *courses of study* must be developed no later than 14 years of age for students with disabilities. By age 16, or younger when appropriate, a student's IEP must contain information on the types of *transition services* that are needed by the student to promote movement toward the postschool activities he or she is interested in pursuing. For more information or training, call the **ADE/ESS, Flagstaff, 928-226-0849, Phoenix, 602-542-4013 or 800-352-4558, or Tucson, 520-628-6330.**

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